

Safe, Orderly Learning Environment Walkthrough Draft

12/21/05

Goal: Create a walkthrough instrument that will help establish and maintain a safe, orderly learning environment for students.

Philosophy: This is not an exhaustive instrument, but a tool for capturing and using observations as leaders walk through the school.



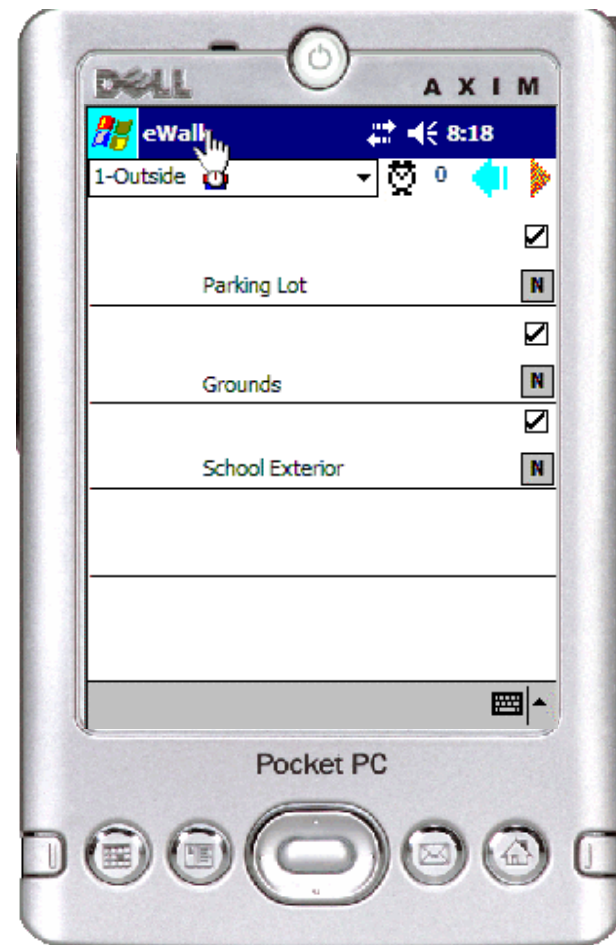
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Overview: The Learning Environment walkthrough is 4 pages long.

The first three pages gather observations on checklists. They are arranged spatially, starting outside the school and working into the classroom.

The last page gathers litter data.

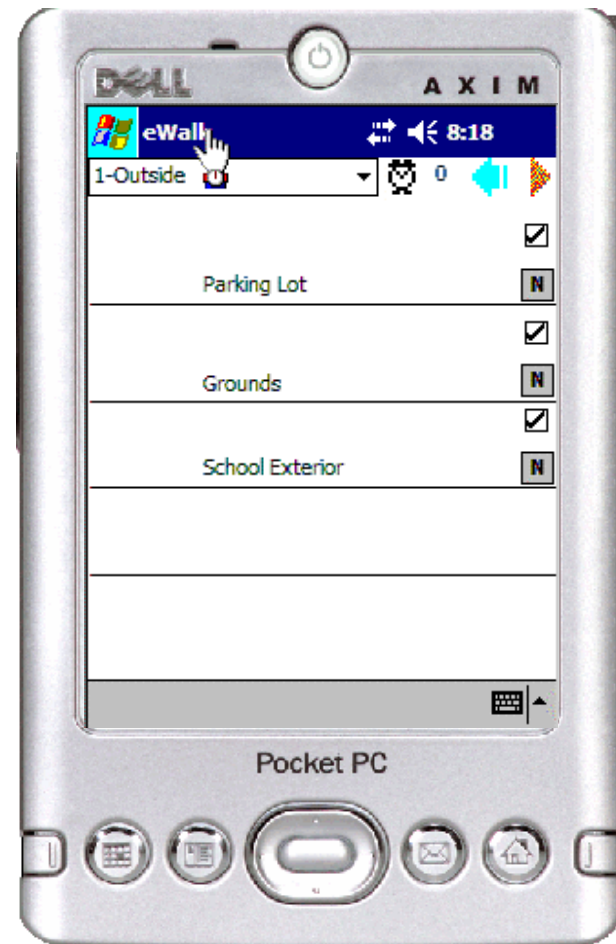


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Opening page: The first page of the walkthrough examines the outside of the school

- Parking lot
- Grounds
- School exterior

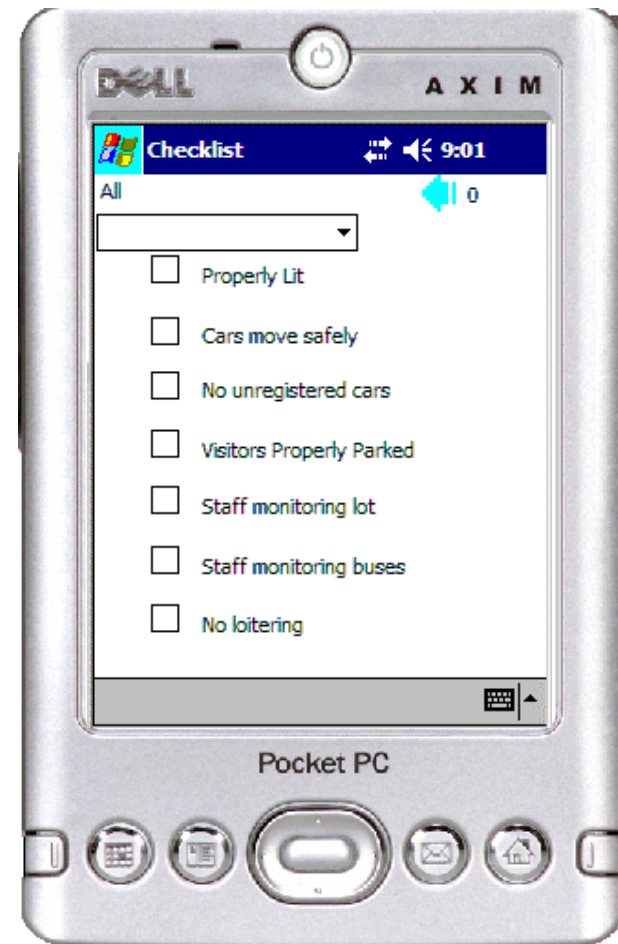


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Outside – Parking Lot

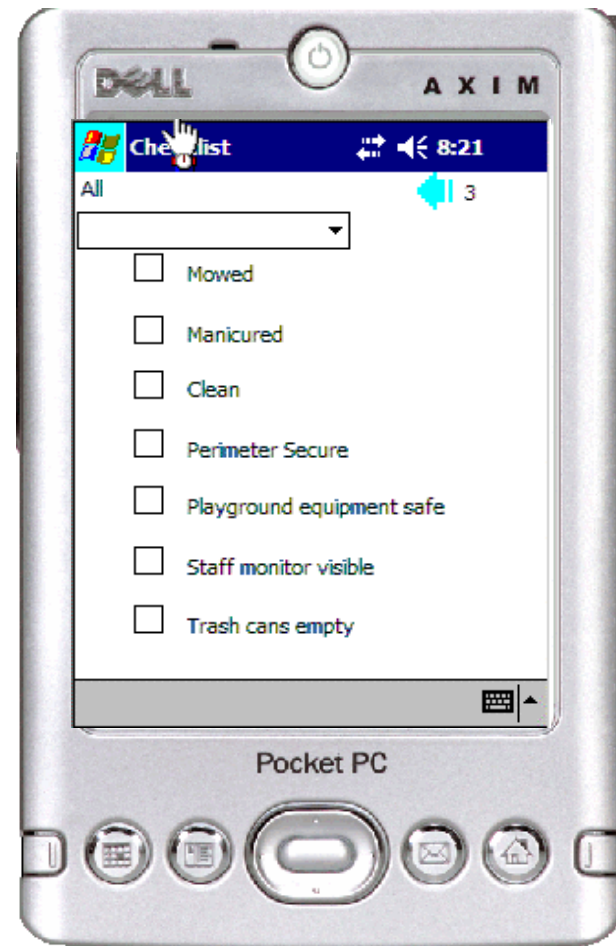
- Properly lit
- Cars move safely
- No unregistered cars
- Visitors properly parked
- Staff monitoring lot
- Staff monitoring buses
- No loitering



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Outside – Grounds

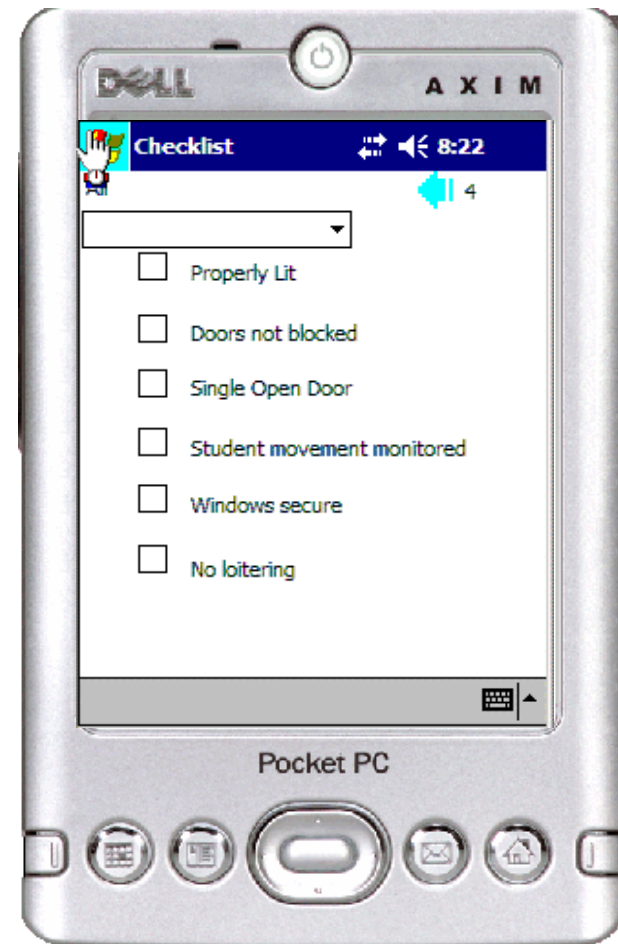
- Mowed
- Manicured
- Clean
- Perimeter secure
- Playground equipment safe
- Staff monitor visible
- Trash cans empty



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Outside – School Exterior

- Properly lit
- Doors not blocked
- Single open door
- Student movement monitored
- Windows secure
- No loitering



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Page 2 – Common Areas

This page transitions from outside to inside the school to look at areas open to all students and faculty.

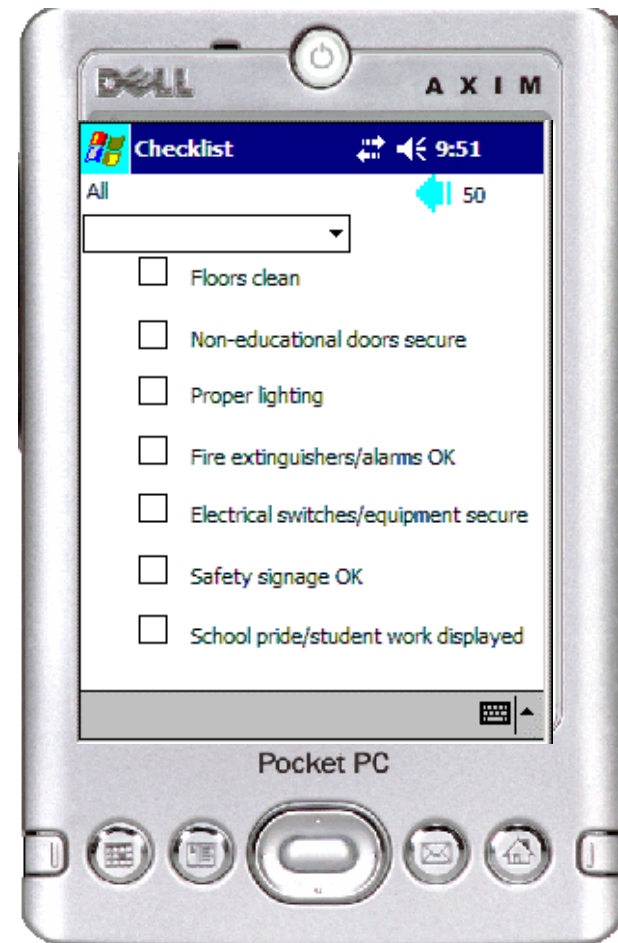


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Common Areas – Hallways Empty

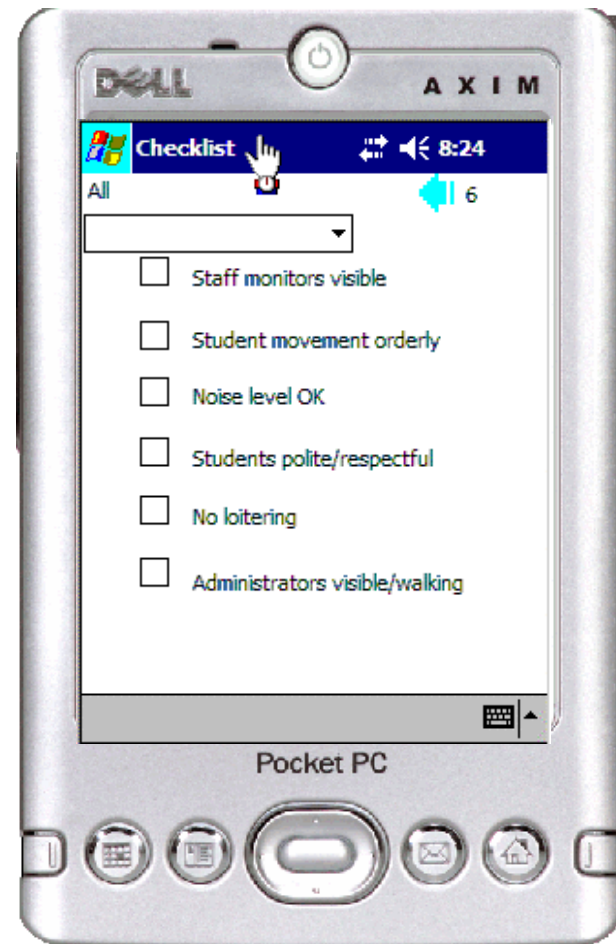
- Floors clean
- Non-educational doors secure
- Proper lighting
- Fire extinguishers/alarms OK
- Electrical switches/equipment secure
- Safety signage OK
- School pride/student work displayed



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Common Areas – Hallways Transition

- Staff monitors visible
- Student movement orderly
- Noise level OK
- Students polite/respectful
- No loitering
- Administrators visible/walking

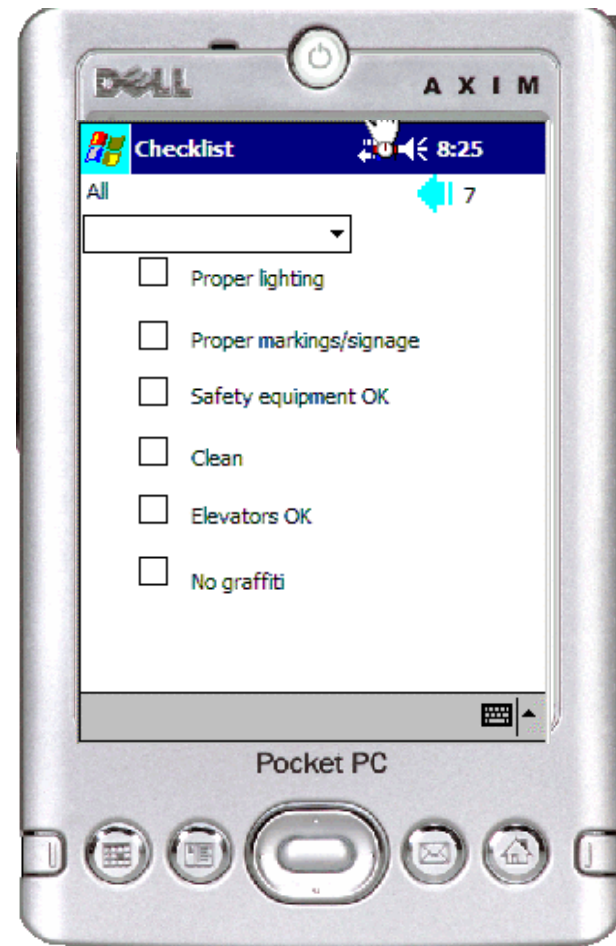


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Common Areas – Stairs/Access Points

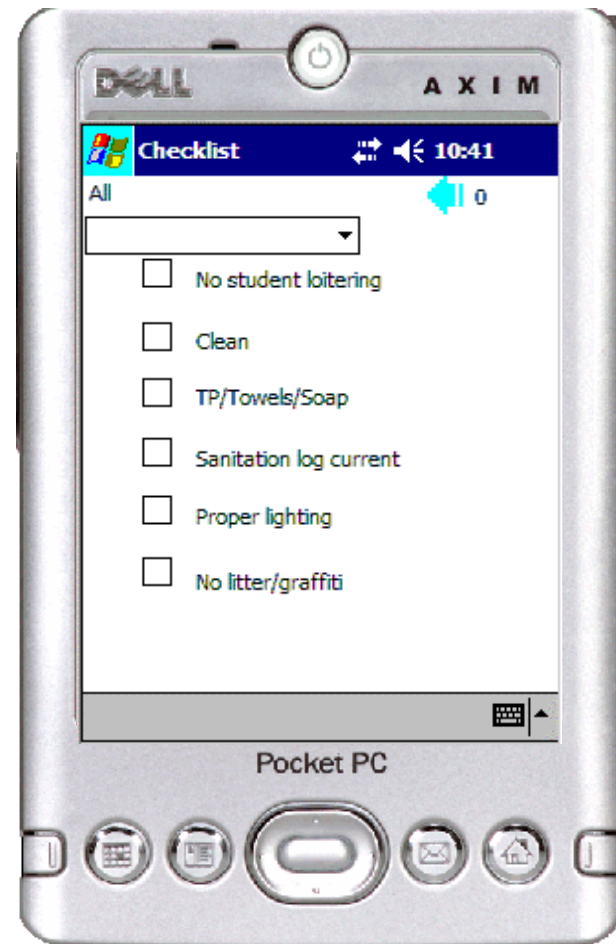
- Proper lighting
- Proper markings/signage
- Safety equipment OK
- Clean
- Elevators OK
- No graffiti



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Common Areas - Restrooms

- No student loitering
- Clean
- TP/Towels/Soap
- Sanitation log current
- Proper lighting
- No litter/graffiti

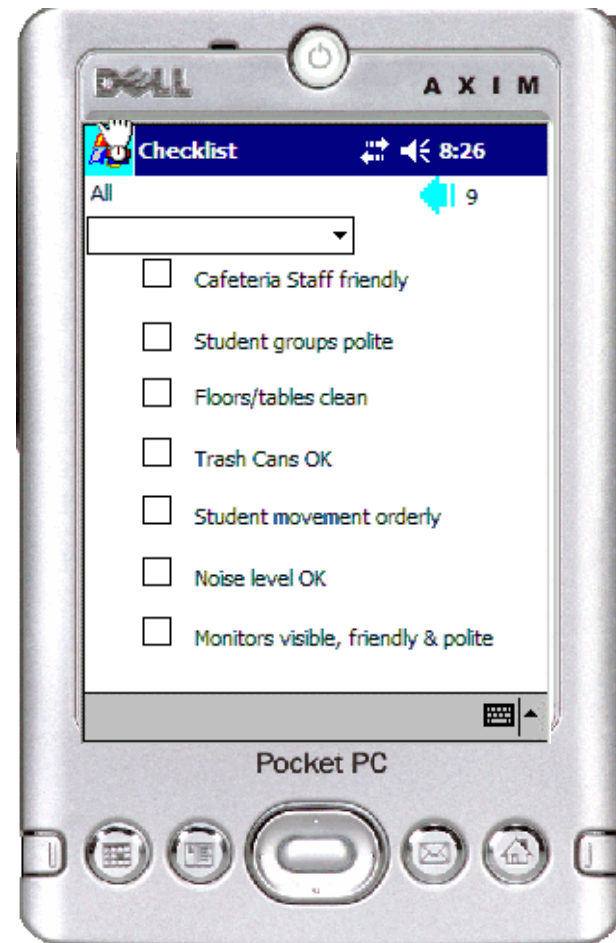


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Common Areas - Cafeteria

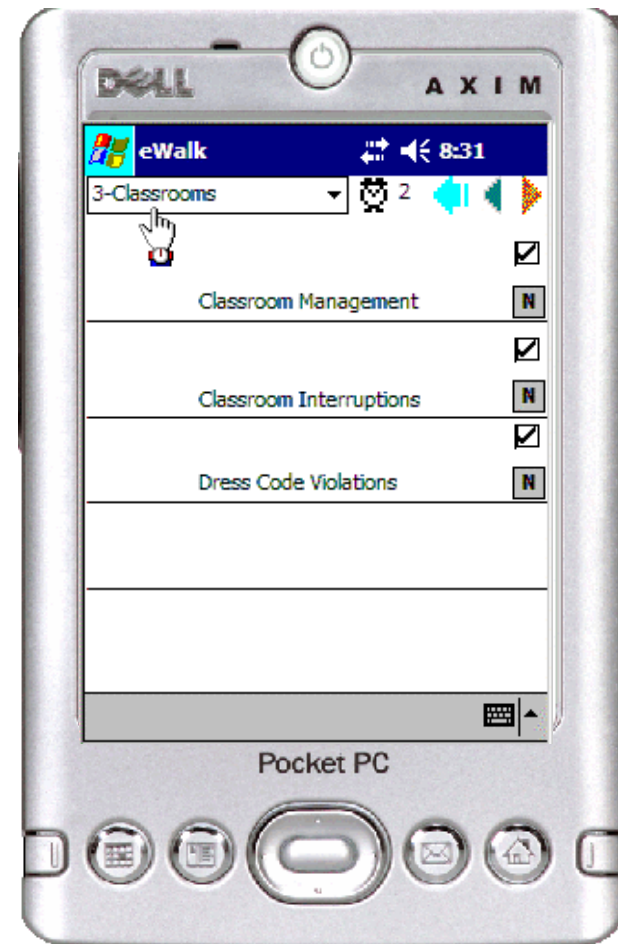
- Cafeteria staff friendly
- Student groups polite
- Floors/tables clean
- Trash cans OK
- Student movement orderly
- Noise level OK
- Monitors visible, friendly & polite



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Page 3 – Classrooms

Page 3 transitions from common areas to the classrooms.

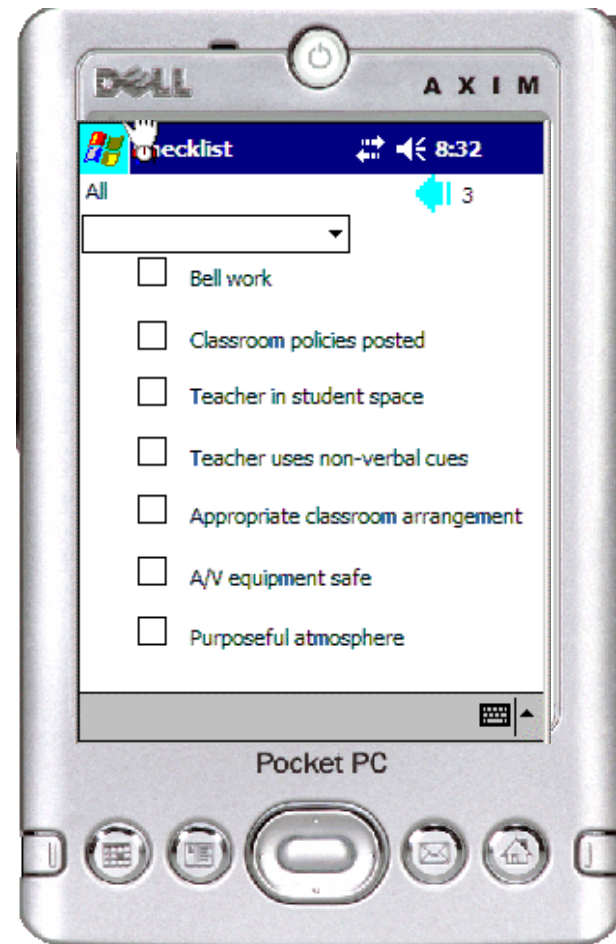


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Classrooms – Classroom Management

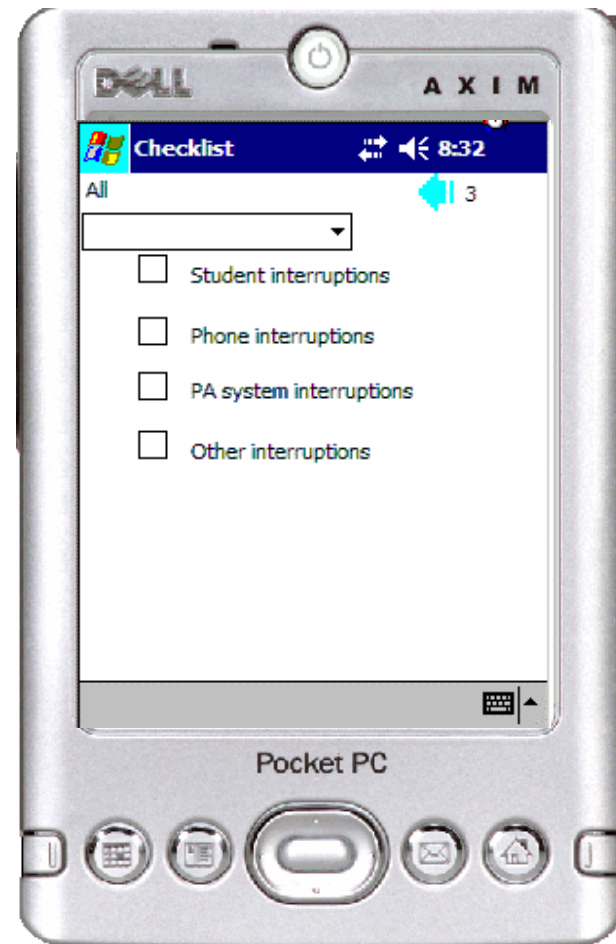
- Bell work
- Classroom policies posted
- Teacher in student space
- Teacher uses non-verbal cues
- Appropriate classroom arrangement
- AV equipment safe
- Purposeful atmosphere



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Classrooms – Classroom Interruptions

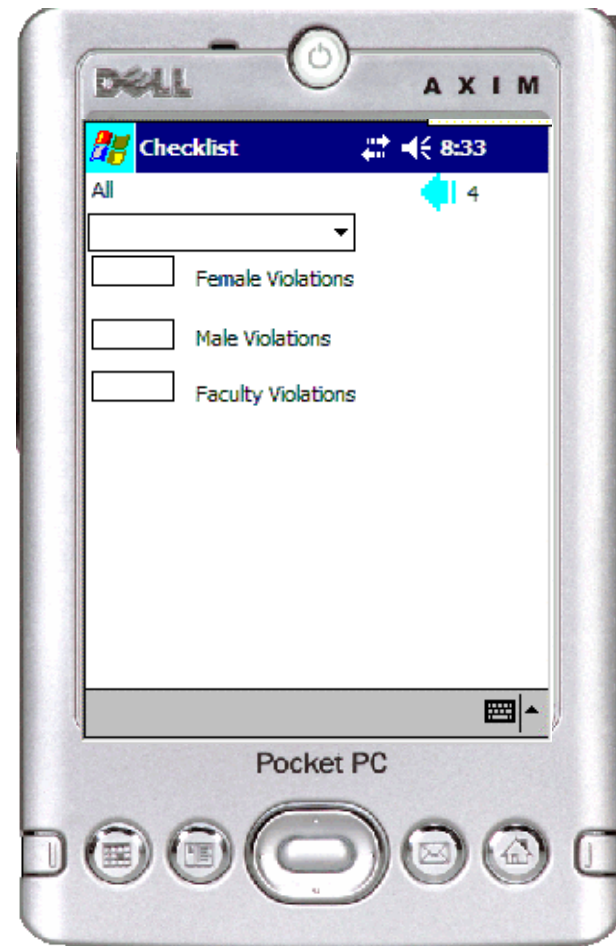
- Student interruptions
- Phone interruptions
- PA system interruptions
- Other interruptions



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Classrooms – Dress Code Violations

- Female violations
- Male violations
- Faculty violations



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Page 4 – Litter

This page looks at litter school-wide. A quick way to gauge student and faculty attitudes toward the school is how they treat the simplest problem – litter.

It looks at 4 areas – grounds, parking lot, hallways, and the cafeteria.

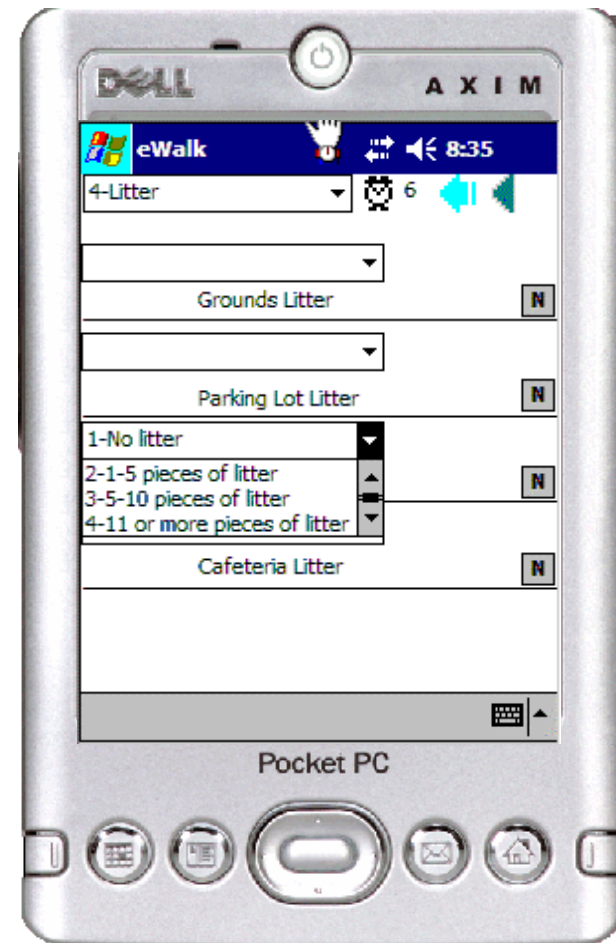


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Page 4 – Litter

Each dropdown list provides the same four options – no litter, 1-5, 5-10, and 11 or more pieces of litter.



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please contact KDE.

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